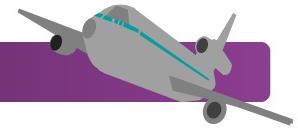


# *Defense Travel System*



# DTS Training





# ***Life-Cycle Training Support***



- Train-the-Trainer
- Sustainment Training
  - Tutorial
  - On-Line Help
  - Computer-based Training
  - DTS User's Guide



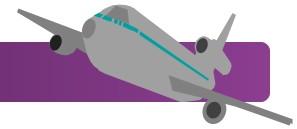
# **DTS Training Program**



- **5 day session - Trainers**
  - **Government: Policies/Procedure**
  - **Vendor: System Training (CUI)**
- **Centralized Locations - DTR6**
- **Comprehensive Instruction Material**



# ***Organization Responsibilities***



- **Identify Trainers**
- **Develop Internal Training Plan**
- **Trainers review the DTS User's Guide prior to attending PMO/Vendor training**
- **Train travelers, authorizing officials, Defense Travel Administration and additional trainers prior to deployment of DTS**
- **Travel and per diem funding for participants is the responsibility of the parent organization**



# **Who Should Train?**

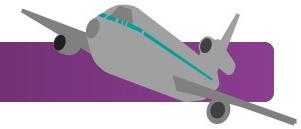


## **Trainers should:**

- Be knowledgeable in travel areas/issues - Tra  
Finance, Personnel.
- Have Training/Instructional background.
- Computer literate (Use of Microsoft Windows)
- Have 12 months remaining on station.

# **Government Policies and Procedures**

## **Train-the-Trainer Module**



### **Introduction to the Defense Travel System Training Program**

**LESSON 1      Overview of the Defense Travel System**

**LESSON 2      DoD Travel Policy**  
Simplified Entitlements  
Proportional Meal Rates  
Government Travel Card

**LESSON 3      Roles and Responsibilities**  
Traveler  
Authorizing Official  
Defense Travel Administration  
Finance Functions

20 Oct 98      **LESSON 4      Digital Signature**



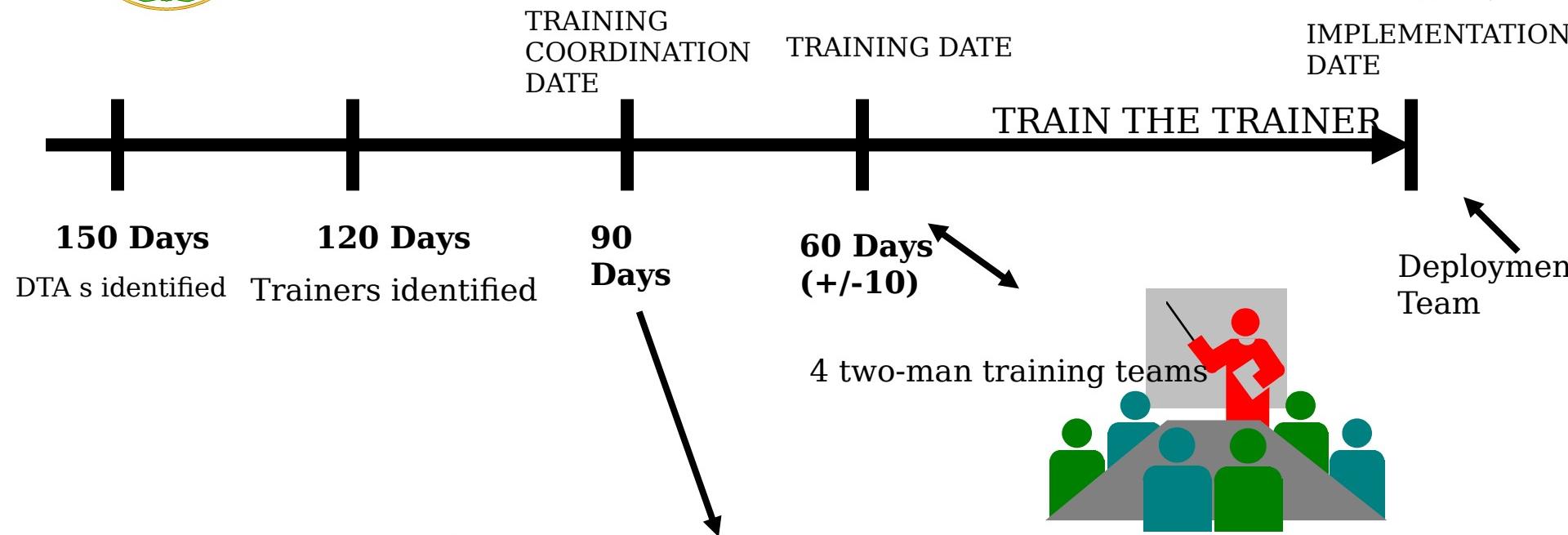
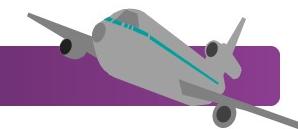
# ***TRW Train-the-Trainer Curriculum***



<b><u>Day</u></b>	<b><u>Lesson</u></b>	<b><u>Hours</u></b>
1	Document Preparation Training Module	
8		
2	Document Preparation Training Module (Cont'd)	
	4.5	
	Authorizing Official Training Module	
3.5		
3	Document Preparation Administration (DTA)	
8		
	Training Module	



# TRAINING TIMELINE (GENERIC)



## Training Coordination Complete

Daily contact with major CTO WG Staff  
Advise command to fill over 1200 seats:

1. 12 months remaining on tour
2. Experience with Finance/travel regs.
3. Proper mix from large regions

Develop data bases for training  
One point of contact for TNG team  
Travel ahead trouble shooter  
AOs and Trainers identified



# *Training Priorities*

